

VACANCY ANNOUNCEMENT

SOLICITATION NUMBER: USAID/Jordan-EXO-14-002

OPEN TO: All interested candidates

POSITION: AID Project Development Assistant

OPENING DATE: January 16, 2014

CLOSING DATE: January 29, 2014

WORK HOURS: Full-time; 40 hours/week

ANNUAL BASIC SALARY: (Min. JD12,380 – Max. JD20,427)
Position Grade Level 08

PLACE OF PERFORMANCE: Amman, Jordan

NOTE: ALL NON-JORDANIAN APPLICANTS MUST PROVIDE THE REQUIRED RESIDENCY AND WORK PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

USAID/Jordan has an immediate vacancy for AID Project Development Assistant for the Office of Program Management (OPM). This is a Personal Services Contract (PSC) position, grade FSN-08. The work schedule is 40 hours per week. The salary level of the selected candidate will be determined based on meeting the required qualifications and documented previous salary history. The qualified selected candidate(s) may be employed at a trainee level until reaching the position's full performance level.

Applicants who do not meet the minimum number of years of experience may also be considered only after it is determined that there are no other qualified candidates. Should such an applicant be chosen for the position, the starting salary will be set at a trainee level. Trainee-level appointments will require the employee to work for a certain period of time before the employee is eligible for the FSN-08 level.

USAID/Jordan may select more than one candidate with this solicitation.

Basic Function:

The Project Development Assistant works in the Mission's OPM and reports to the Program Development Specialist. As part of the Project Development Unit within OPM, s/he provides guidance and support to USAID/Jordan Development Objective (DO) teams and senior Mission staff on a full range of functions related to project planning, design, review, and approval. This includes contributing to the project planning and design function within OPM; advising DO teams on Agency and Mission policies and procedures; playing a quality assurance role, supporting preparation of project appraisal

documents, analyses, and reports; and, tracking Government of Jordan (GOJ) development priorities and interests.

Major Responsibilities:

Project Design and Development

Manage, guide, and in some cases undertake the elements related to planning, design, and development of projects, including:

- Keep abreast of all Agency guidance and developments regarding project design.
- Inform DO teams of Agency and Mission policies, procedures, and practices related to project design, review, and approval.
- Serve as “quality control” point for assigned project design, implementation, and procurement documentation related to the portfolios relevant DO teams; ensure that documents and decisions are consistent with USAID policies and practices; and, ensure that documents are clearly and concisely written and meet the high standards that USAID/Jordan seeks to maintain.
- Serve on project design teams, comprised of representatives from various Mission offices, particularly for the portfolio the incumbent is assigned to cover.
- In collaboration with the responsible DO team member, share the responsibility of coordinating each project design from its inception to its completion, including development of a detailed design approach and schedule, and convening of design team meetings to review progress and resolve emerging issues.
- Participate in and assist DO teams in preparation of project design documents, such as concept papers, project appraisal and authorization documents, modifications to project design documents, analyses, project implementation justifications and waivers, and financial plans.
- Prepare and maintain tools to track and report progress on a continuing basis and contribute to the formulation of a Mission-wide design schedule; alert the Program Development Specialist of challenges and collectively determine an approach for timely resolution.
- Participate in in-depth technical, economic, financial, administrative, and social feasibility analyses related to the relevant programmatic area – including analyzing and assessing host country’s development challenges, opportunities, needs and priorities, and assessment of the activities of other donors; and, help incorporate findings into project approaches and interventions.
- Help with identifying approaches and actions which will elicit maximum host government support, including through direct government-to-government arrangements and partnerships with local organizations.

- Help strengthen project linkages and cross-sectoral collaboration among USAID projects and with other host country and donor programs, as well as with the private sector through pursuit of alliances that might leverage U.S. assistance funds.
- Interface with DO teams, the Acquisition and Assistance Office, the Financial Management Office, and other Mission offices to ensure that project design, procurement planning, and other pre-obligation processes stay on schedule.
- Interface with DO teams, the Mission's Monitoring and Evaluation Specialist, the Gender Team Leader, the Mission's Environmental Officer, and others to ensure that their inputs are incorporated into each design (i.e., cross-sectoral collaboration, monitoring and evaluation principles, incorporating lessons learned and findings from previous experiences, gender analysis, gender-sensitive approaches and indicators, and environmental compliance requirements).
- Support the Mission review and clearance process of project design documents, including scheduling of review meetings, circulating documents, soliciting issues, preparing meeting agendas and issues papers, and documenting review meeting proceedings and decisions.

Backstop Development Objective Teams

May serve as backstop to selected DO teams and provide support on a broad range of issues, including project design, reporting, monitoring and evaluation, and budgeting needs:

- Assist DO teams in drafting preparation of program descriptions, statements of work, budget estimates, and other procurement documents for program analyses and projects, by providing advice in drafting, editing, and/or compiling input.
- Serve on technical evaluation committees for new procurements, particularly for the portfolio the incumbent is assigned to cover.
- Assist with the drafting and preparation of recurring annual operational plans, performance reports, performance management plans, budget request documents, program audit responses, and other relevant documents.
- Support DO teams with portfolio reviews, including providing guidance on regulations and procedures, reviewing documentation, developing issues paper, facilitating meetings, documenting portfolio review meeting proceedings, and tracking completion of follow up actions.
- Assist with drafting and amending program and project guidance, such as Mission Orders.

- Contribute to efforts to maintain the integrity of USAID programs and projects, such as providing input into the annual internal control assessment and supporting corrective measures to address weaknesses.

Minimum Qualification Criteria:

In order to qualify for the position above, the applicant must meet all of the following criteria, clearly demonstrated in the curriculum vitae (CV) or cover letter. Applicants must address each criterion with specific and comprehensive information supporting each item. If the application submission fails to demonstrate eligibility, the application will be marked unqualified. It is the responsibility of the applicant to provide all pertinent information. All documents written in Arabic must be translated into English, and both the Arabic and English documents submitted.

Qualification Criteria:

1. Bachelor's degree is required. **Supporting documentation (i.e. a copy of bachelor's degree certificate) must be included in the application for eligibility purposes.**
2. Three years of progressively responsible, professional level experience related to project design, development, management, and monitoring and evaluation is required. Familiarization with development assistance, either with a donor or development organization, is required.
3. Level IV in both written and spoken English and Arabic is required. At Level IV an employee is required to possess a high degree of proficiency in both written and spoken English, including the ability to translate the host country language into precise and correct English, and English into the applicable foreign language. On occasion, an employee at this level might be expected to act as an interpreter in situations where considerable importance attaches to proper word meaning. English proficiency will be tested. A score of 785 on the TOEIC exam (Listening & Reading components only) or 590 is for the TOEFL ITP exam or 96 for the TOEFL iBT are acceptable. Examination scores have to have been recorded within the last six months; or the candidate will be tested again.
4. Skills & Abilities:
 - a) Must have demonstrated ability of analyzing, coordinating, and guiding project design efforts.
 - b) The ability to establish rapport and maintain contacts with relevant partners within USAID, Government of Jordan, Non-Governmental Organizations, and the private sector is required.
 - c) Must have excellent skills to obtain, analyze, interpret, and manipulate a variety of data; communicate effectively, both orally and in writing; prepare concise and accurate reports and documents and, offer sound, accurate,

relevant and timely advice based on the best available information and objective decision-making criteria.

- d) Ability to work in a fast paced, team-oriented and collaborative environment is important. The ability to perform any of the mandatory analyses and formulate non-technical sections of a design document is required.
- e) Must have demonstrated ability to work independently with minimal supervision, with ability to take initiative, identify priorities and manage time and multiple responsibilities effectively.
- f) Must have demonstrated strong computer skills in specialized software, including Windows 7, the Microsoft Office Suite and data analysis tools. Must have demonstrated ability to navigate and research the Internet.

Selection Process:

Applications will be initially screened for eligibility in accordance with the qualification criteria above. Applicants must address each criterion in their application in order to meet the minimum qualifications for this position. Top-ranked candidates who meet the minimum qualification criteria will be given an English test. Applicants with passing marks will be given a technical test. The technical test will be on any of the criteria previously mentioned and top-ranked applicants will be invited for an interview. Testing and interviewing will be conducted in Amman, Jordan. USAID will screen for nepotism/conflict of interest in determining successful candidacy. Current internal Mission employees must have completed 52 weeks of employment in their current position before being eligible to apply. Current internal Mission employees serving a probationary period are not eligible to apply.

Interested applicants for this position should submit the below listed forms electronically to: Email: usaidemployment@state.gov

- A. Complete Universal Application for Employment (DS-0174); plus
- B. A current resume or curriculum vitae; plus
- C. Any other documentation (e.g., certificates, awards, copies of degrees earned) that address the qualification criteria of the position as listed above. All documentation must be translated into English.

Note: Application forms can be accessed from the Embassy web site:
http://jordan.usembassy.gov/job_opportunities.html

Benefits and Allowances:

As a matter of policy, and as appropriate, a Foreign Service Personal Service Contract holder is normally authorized the following benefits and allowances:

- Transportation & Miscellaneous Allowances
- 13th & 14th Month Bonuses
- Jordanian Social Security
- Mission Provident Fund Program
- Medical Insurance (Employee & Family)
- Life Insurance (Employee only)

Point of Contact:

Point of Contact: Questions may be directed to the Human Resources office, USAID/Jordan, Tel: 5906000 ext. 6605/6673.